

CIVIL SERVICE POSITION

The City of Renton is accepting applications for

OFFICE ASSISTANT III

(Represented by 2170 AFSCME)

Salary Range

\$3,118 to \$3,795 per month

Date Opened: March 26, 2008

Date Closed: April 9, 2008

APPLICATION PROCEDURE

To be considered for this position in the Fire and Emergency Services Department, complete and return a **City of Renton Application, Skill Sheet, Cover Letter, and Resume** on or before 5:00 pm on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057. Postmarks are not accepted.

[Applications may be obtained by using the following options:](#)

- Download an application from the City's website, www.rentonwa.gov. Click on "City Jobs Available";
- Request an application via email at bsandler@ci.renton.wa.us;
- Visit the Human Resources & Risk Management Department on the seventh floor at City Hall; or
- Call 425.430.7650.

NATURE OF WORK

Under the direction of an assigned supervisor, perform a variety of complex and responsible clerical and office support duties in an assigned office; provide information and assistance to others; prepare and maintain a variety of financial, statistical or narrative reports and records.

The Office Assistant III classification is the advanced-level classification of the series. Incumbents perform complex and responsible clerical duties involving the operation of computer terminals and financial or statistical record-keeping. Incumbents are required to use independent judgment and have extensive knowledge of the policies, procedures and responsibilities of an assigned department or office.

REPRESENTATIVE DUTIES

- Perform a variety of complex and responsible clerical and office support duties in an assigned office such as developing and maintaining confidential or extensive filing systems, posting records, making arithmetic computations and compiling and recording information from clearly indicated sources; prioritize duties and assignments to assure efficient, smooth and timely office work flow.
- Collect and compile periodic reports and perform special projects as assigned; maintain records of office activities, customer comments and statistical data.
- Inspect data, verify accuracy and input into computerized data base; update, modify and correct data as needed.
- Prepare, process and maintain a variety of budget and other financial records, forms, payroll records and files; prepare and process requisitions and purchase orders, invoices, payments and other documents.
- Post and balance accounts; communicate with accounting personnel as needed.

- Type correspondence, memoranda, reports, requisitions, forms and other documents, including correspondence of a confidential nature; compose letters independently or from oral instructions requesting or providing information; proofread and edit written materials as required; operate word processing equipment to enter data and generate letters, records and reports.
- Operate numerous software programs with proficiency, including word processing, spreadsheet, inventory and maintenance management applications.
- Answer telephones and greet office visitors; provide information and assistance to callers; take messages or refer calls or visitors to appropriate personnel; receive, sort and distribute incoming mail.
- Provide information and services to other City departments and personnel, various outside agencies and organizations and the general public; explain programs, activities, policies and procedures within scope of authority; provide information of a general or limited technical nature.
- Prepare and maintain a variety of records, logs and files; locate materials and information in records and files as required.
- Proofread various written materials such as reports, letters and contracts;
- Assist supervisor, department personnel and other clerical staff as required.
- Attend meetings and record meeting proceedings as assigned; schedule appointments and meetings and notify involved individuals; research and compile information and present data as assigned.
- Operate standard office equipment and machinery such as typewriters, calculators, FAX machines and copiers.
- Process forms, applications, requisitions and other materials according to established procedures;
- Order and maintain adequate stocks of office supplies as assigned.
- Perform related duties as assigned.

Representative duties are intended to present the essential duties performed by employees in this class and may not reflect all the duties performed on the job.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school including or supplemented by secretarial, business or office practices courses and three years of increasingly responsible office clerical experience involving financial record-keeping.

LICENSES AND OTHER REQUIREMENTS

Some positions may require a valid Washington State driver's license.

WORKING CONDITIONS

Work is performed in an office environment.

SELECTION PROCEDURE

- Applicants whose experience and qualification most closely meet the requirements of the position as determined by the application materials will be invited to participate in a competitive selection process.
- This process consists of a Data Entry test requiring both 7,000 KPH and 90% accuracy. Those that pass the Data Entry test will participate in an Excel 2003 test requiring a passing score of 60%. An Access 2003 test will be administered for advisory purposes only. The most qualified candidates that pass both tests will participate in an oral board interview weighed at 100%. A minimum score of 70% on the oral board exam is required for placement on the eligibility list, and will be active for a for a six-month period. Top candidates on this eligibility list may advance for further consideration.
- If you are invited to participate in the selection process and need ADA accommodation, please notify HR & RM at the time you are scheduled for testing. Healthcare provider documentation attesting to accommodation requirements shall be required prior to testing. *Equal Employment Opportunity 3/08/bcs.*